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DIRECTOR OF CENTRAL INTELLIGENCE
Security Committee

SECOM-D-679

2 October 1979

MEMORANDUM FOR: Deputy Director of Security
for Policy and Management

FROM: [redacted] 25X1A
Chief, Community Security Group

SUBJECT: Part-time Help

1. Since clerical and administrative support needs of the Community Security Group and the SECOM cannot be met with the two personnel we are authorized, I seek your assistance in getting us part-time help. Approval to use the OS Registry to handle the paperwork we need to send to Community agencies would be particularly useful -- our two ladies spend quite a bit of time preparing items for mailing. An alternative would be a dedicated part-time worker assigned to us. We could probably get along with someone willing to put in 20 hours a week at the GS-3 or 4 level. But since much of the time of such a person would be spent in registry-type functions, it might be more advantageous from an overall OS standpoint to place a part-time worker in the OS Registry and task Pauline to take care of our needs (there being unavoidable fluctuations in our registry workload, the part-timer could occasionally do other jobs for Pauline).

2. What can you do for us in this regard?

[redacted] 25X1A

cc: OS Registry

Distribution:
Orig - Addressee
1 - OS Reg
1 - SECOM Chrono
1 - SECOM Subject

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25X1C SECOM/[redacted] (10/2/79)